

ADMINISTRATION - ACCOUNTS

POLICY

All families using Family Day Care must contribute to the cost of their Child Care requirements, through Childcare Subsidy and personal payment of the gap fee.

Accounts must be paid on a regular basis. Non-payment of accounts will lead to the Family Day Care placement being cancelled. If payment is not made after repeated requests, the matter may be put into the hands of the debt collector.

PROCEDURE

1. Accounts are generated by the Administration of Family Day Care on a fortnightly basis.
2. Accounts are posted or emailed to the families.
3. Families may choose to pay in a variety of ways, including Credit Card, Direct Debit or EFTPOS.
4. Child Care Subsidy is deducted prior to issuing the account: the full amount, which is due and payable, is shown on the bill.
5. If a family fail to pay or make arrangements for a payment plan, the scheme will place the matter in the hands of the Debt Collector.

Source:

DEEWR CCMS Childcare Service Handbook
Mt Alexander FDC handbook

Reviewed February 2006 / August 2008 / July 2009 / July 2012 / July 2018